

# **How to Request Centrally Controlled Profile Changes**

## **POLICY/PURPOSE**

To provide a process to document requests for centrally controlled profile changes, to evaluate them on a timely basis and to prioritize these requests. This procedure will be used by the Office of Financial Management to make changes to FACS centrally controlled profiles.

## **DEFINITION**

Centrally controlled profile changes include additions, changes and inactivations such as: Fund, General Ledger Account, Expenditure/Revenue Object, and transactions, codes etc. (this memorandum only covers those profiles included in the attached listings, other profiles are not subject to central control).

## **PROCEDURES**

The Request for Centrally Controlled Profiles Changes Form (A-2212) is divided into four sections, which are as follows:

1. MAIN FACS users are responsible for completing Part I of the form.

The following approvals need to be obtained:

- If the centrally controlled profile is “Budget” related (see attached listing “Office of Budget Development”) it must be approved by the Director, Office of Budget Development, Office of the State Budget.
  - If the centrally controlled profile is “Treasury” related (see attached listing “Treasury”), it must be approved by the Director, Financial Services Bureau, Department of Treasury.
  - If the approval is “Acquisition Services” related (see attached listing “Acquisition Services”), it must be approved by the Director, Acquisition Services, Department of Management and Budget.
2. If applicable, the Support Services Division, Office of Financial Management, Office of the State Budget, is responsible for completing Part II of the form.
  3. If applicable, the Payroll and Tax Reporting Division, Office of Financial Management, Office of the State Budget, is responsible for completing Part III of the form.
  4. If applicable, the Accounting & Financial Reporting Division, Office of Financial Management, Office of the State Budget is responsible for completing Part IV of the form.
  5. The MAIN FACS Service Center Section, Accounting & Financial Reporting Division, Office of Financial Management, Office of the State Budget is responsible for completing Part V of the form.

## **Part I**

### **Step Procedure**

1. Enter "X" in the appropriate box to ADD, CHANGE, DELETE, or INACTIVATE.
2. Enter the DATE OF REQUEST.
3. (OFM Use Only)
4. Enter REQUESTER'S NAME (Last, First, and Middle Initial).
5. Enter REQUESTER'S DEPARTMENT.
6. Enter REQUESTER'S PHONE NUMBER.
7. Enter PROFILE TYPE, PROFILE ID, and PROFILE/PROGRAM NAME.
8. Enter a DESCRIPTION OF REQUEST (New Transactions, New Fund, or Other Item to be Added, Changed, Deleted, or Inactivated, etc.).
9. DOCUMENT THE BENEFITS OF THE REQUEST AND THE BUSINESS RATIONALE (e.g., Why a New Transaction Type is Needed, etc.).
10. Enter the DATE REQUIRED for the request.
11. Enter the CONTACT NAME AND PHONE NUMBER, if different than the requester.
12. If the profile is a "Budget" centrally controlled profile, obtain approval from the DIRECTOR, OFFICE OF BUDGET DEVELOPMENT SIGNATURE, Office of the State Budget. (After signing, Director should forward the request to Office of Financial Management, Accounting & Financial Reporting Division, 7th Floor, Romney Building.)
13. If the profile is a "Treasury" centrally controlled profile, obtain approval from the DIRECTOR, FINANCIAL SERVICES BUREAU, DEPARTMENT OF TREASURY. (After signing, Director should forward the request to Office of Financial Management, Accounting & Financial Reporting Division, 7th Floor, Romney Building.)
14. If the profile is an "Acquisition Services" centrally controlled profile, obtain approval from the DIRECTOR, ACQUISITION SERVICES, DEPARTMENT OF MANAGEMENT AND BUDGET. (After signing, Director should forward the request to Office of Financial Management, Accounting & Financial Reporting Division, 7th Floor, Romney Building.)
15. Forward the request to Office of Financial Management, Accounting & Financial Reporting Division, 7th Floor, Romney Building.

## **Part II – Support Services Division – OFM OSB**

(If Applicable)

### **Step Procedure**

1. Enter the DATE REQUEST RECEIVED.
2. Enter “X” in the appropriate box to APPROVE or REJECT the request.
3. Enter the RATIONALE FOR APPROVAL OR REJECTION.
4. The Support Services Division should SIGN AND DATE the request.

## **Part III – Payroll and Tax Reporting Division – OFM OSB**

(If Applicable)

### **Step Procedure**

1. Enter the DATE REQUEST RECEIVED.
2. Enter “X” in the appropriate box to APPROVE or REJECT the request.
3. Enter the RATIONALE FOR APPROVAL OR REJECTION.
4. The Payroll and Tax Reporting Division should SIGN AND DATE the request.

## **Part IV – Accounting & Financial Reporting Division – OFM OSB**

(If Applicable)

### **Step Procedure**

1. Enter the DATE REQUEST RECEIVED.
2. Enter “X” in the appropriate box to APPROVE or REJECT the request.
3. Enter the RATIONALE FOR APPROVAL OR REJECTION.
4. The Accounting & Financial Reporting Division should SIGN AND DATE the request.
5. The Agency Liaison should SIGN AND DATE the request.
6. The Accounting Manager should SIGN AND DATE the request.

## **Part V AFRD – MAIN FACS Service Center Section – OFM OSB**

(If Applicable)

### **Step Procedure**

1. Enter the DATE REQUEST RECEIVED.
2. Enter “X” in the appropriate box to APPROVE or REJECT the request.
3. Enter the RATIONALE FOR APPROVAL OR REJECTION.
4. The MAIN FACS Service Center Section Manager should SIGN AND DATE the request.
5. Enter the name of the ASSIGNED INDIVIDUAL MAKING THE CHANGE.
6. Enter an IM NUMBER.
7. The individual making the change should SIGN AND DATE the request.

**OFFICE OF FINANCIAL MANAGEMENT**  
**Centrally Controlled Profiles**

**ADPICS SYSTEM**

<b>Table</b>	<b>Description</b>
1630*	Travel Rate
1640*	Location
1645*	Mileage
1650*	Purpose
5800	Vendor Status Code Table Maintenance
5810	Vendor Classification Code Table Maintenance
5850	Help Maintenance
5981	Document Approval Path Table Maintenance
5982	Department Approval Path Table Maintenance
5983	Commodity Approval Path Table Maintenance

**RHSTARS SYSTEM**

<b>Type</b>	<b>Profile ID</b>	<b>Profile/Program Name</b>
General Ledger	28A	Transaction Code Decision
General Ledger	28B	Transaction Code Description
Document Tracking	33	Document Control
Batch Agency Transaction Code	99	Batch Agency Transaction Code
Object (Exp & Rev)	D01	Object
Agency	D02	Agency
General Ledger	D05	Balance Type
General Ledger	D07	GAAP GL Subclass
Object (Exp & Rev)	D08	GAAP Source/Object
Object (Exp & Rev)	D09	Comptroller Source/Group
Object (Exp & Rev)	D10	Comptroller Object
Agency	D12	Agency Group
General Ledger	D13	GAAP GL Account Category
General Ledger	D14	GAAP GL Account Class
Object (Exp & Rev)	D16	GAAP Category
Fund	D20	GAAP Fund Group
Fund	D21	GAAP Fund Type
Fund	D22	Appropriated Fund
Fund	D24	GAAP Fund
General Ledger	D31	Comptroller General Ledger Account
General Ledger	D32	Agency GL Account (Agency 000 only)

**OFFICE OF FINANCIAL MANAGEMENT**  
**Centrally Controlled Profile**  
**Continued**

Project	D41	Project Category
Document Tracking	D44	Action Code (Agency 000 only)
Payment Processing	D50*	Payment Distribution Type
System Administration	D51	Error Code
Function Structure	D52	Function Code
Payment Processing	D55	Payment Processing
Reporting	D63*	Device
Object (Exp & Rev)	D65	GAAP Subclass
Security	D66	User Class
General Ledger	D67	GL Tables Control
Fund	D68	GAAP Subfund
Agency	D71	GAAP Function

**WEB SYSTEM**

EFT-WEB-SAI Code*
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\* Profiles are subject to dual control

**OFFICE OF BUDGET DEVELOPMENT**  
**Centrally Controlled Profiles**

**RHSTARS SYSTEM**

<b>Type</b>	<b>Profile ID</b>	<b>Profile/Program Name</b>
Grant	D35	Grant Type
Fund	D39	State Fund Group
Grant	D40	Grant Category
Appropriation	D53	Appropriation Type (Titles Profile)

**TREASURY**  
**Centrally Controlled Profiles**

**RHSTARS SYSTEM**

<b>Type</b>	<b>Profile ID</b>	<b>Profile/Program Name</b>
Payment Processing	D50*	Payment Distribution
Payment Processing	D56	Bank ID
System Admin.	D61	Current Date
Reporting	D63*	Device
Payment Processing	D70	ABA Profile
Payment Processing	D72	Bank Account Number

**WEB SYSTEM**

EFT-WEB-SAI Code*
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\* Profiles are subject to dual control

**ACQUISITION SERVICES**  
**Centrally Controlled Profiles**

**ADPICS SYSTEM**

<b>Table</b>	<b>Description</b>
1310	Matching Rules Table Maintenance
5100	Commodity Table Maintenance
5650	Interface Type Table Maintenance
5750	Miscellaneous Table Maintenance
5975	Document Numbering Table
5981	Document Approval Path Table Maintenance
5982	Department Approval Path Table Maintenance
5983	Commodity Approval Path Table Maintenance